

QUICKFUND\$ FOR EDUCATORS BUDGET- FORM 7B

Applicant Name _____ Date _____

Fill out the appropriate Teacher Incentive or Professional Development section below:

☐ **Teacher Incentive Grant:** Expenses for Project or Activity

Planning Time _____ \$ _____

(Funds needed by the applicant for time to work on a project.)

Supplies/Materials

Itemize: _____ \$ _____

_____ \$ _____

_____ \$ _____

Fees for Services and Other Expenses (technical, production, consultant, space or equipment rental, shipping, etc.)

Itemize: _____ \$ _____

_____ \$ _____

Travel/Subsistence (Private vehicle @ .35 per mile) Cost allowed for travel beyond a 25-mile radius.

Airfare, car rental, or mileage _____ \$ _____

Meals (not to exceed \$30 per day) _____ \$ _____

Lodging _____ \$ _____

Other _____ \$ _____

TOTAL COST OF PROJECT \$ _____

TOTAL GRANT REQUEST (up to \$1,000) \$ _____

***Note:** Required cash match ratio 1:3. For example, if you request \$1,000, the match must be at least \$333, represented by a total project cost of \$1,333 or above.*

☐ **Professional Development:** Reimbursable expenses for applicants to attend workshops, conferences, educational events, and seminars. Copies of receipts for fees, lodging, and airfare are required for reimbursement.

Fees (Workshop/Conference/Seminar/Conference Materials/etc.)

Itemize: _____ \$ _____

_____ \$ _____

_____ \$ _____

Travel/Subsistence (Private vehicle @ .35 per mile) Cost is allowed for travel beyond a 25-mile radius.

Airfare, car rental, or mileage _____ \$ _____

Meals (not to exceed \$30 per day) _____ \$ _____

Lodging _____ \$ _____

Other _____ \$ _____

TOTAL COST OF ACTIVITY \$ _____

TOTAL REIMBURSEMENT REQUEST (up to \$500) \$ _____

***Note:** Required cash match ratio 1:1. For example, if you request \$500, the match must be at least \$500, represented by a total project cost of \$1,000 or above.*